

DCARC Defense Cost & Resource Center

EVM Central Repository Reviewer Guide



4/28/2014

Reviewer Guide

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Reviewers in the EVM-CR system:
 - Obtaining an ECA Client Certificate
 - Requesting a DCARC Portal account
 - Assigning Reviewers/Submitters to your contract*
 - Reviewing EVM Submissions

* Lead Reviewers only



ECA Certificate

OSD

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>

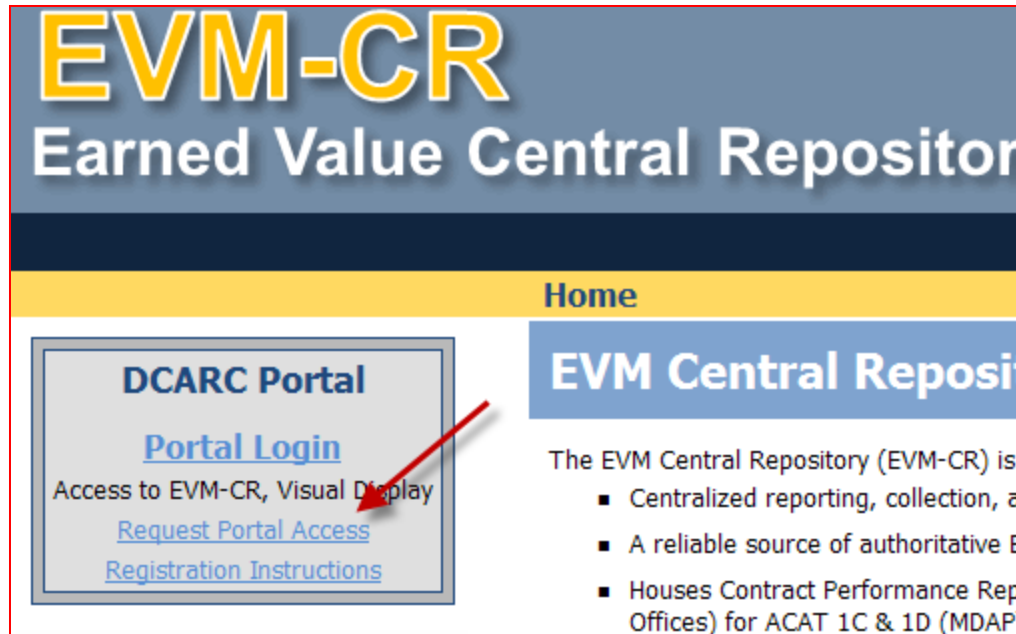


Requesting an Account

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- Please choose the request access link as shown below

<http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx>



- Please contact us a DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Reviewer role added to your user profile.

Accessing the EVM Website

OSD

- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.





Reviewer Home: Submissions

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Submission Review Home

Submissions

Task Submission Status

Contracts

Submission History

Pending Submissions

Submissions Filtered By My Review Decisions: Pending

Submission ID	Prime Contract Number	Report Category(s)	Contract Task	Program Name	Report Date	Submitter Name	Submitted Date	Role
23701		IPMR Cost	Production		2/23/2014	Jen Horner	4/16/2014	Lead Reviewer
23529		IPMR Schedule	Task 1		1/31/2014	Damon Eckert	4/29/2014	Lead Reviewer
23530		IPMR Schedule	Task 1		4/29/2014	Damon Eckert	4/29/2014	Lead Reviewer
23537		IPMR Schedule	Task 1		8/23/2014	Damon Eckert	9/1/2014	Lead Reviewer

- When a submitter uploads a submission to your assigned contract, you will receive an email notification. (Sent to the email address you have supplied in your user profile.)
- Your role on the contract will be shown in the far right column.
- To review the submission, click the Submission ID number to drill into the submission.



Submission Detail: Submission

OSD

- The Submission tab will display information about the submission such as when it was submitted, current status and report type.


Contract	Submission	Files	Reviewers	Comments
Submission Information				
Submission Task: Task 1		Year: 2014	Month: 1	Report Type(s): IPMR Schedule
Submission ID: 23529		Report Date: 1/31/2014	Submission Date: 4/29/2014	
Resubmit: No		Status: Pending	Status Set By: Damon Eckert	Status Set Date: 4/29/2014
Historical PM: Unknown		Submitter Name: Damon Eckert	Submitter Comment:	
Submission Errors: 0				
Point of Contact Information				
Name: test Jen		Phone: 1234		
Fax: 1233		Email: est@tc.c		



Submission Detail: Files


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- The Files tab will display all files uploaded with the submission. Click the file name to open or save the file.
- To view the data extract from the XML or TRN file click, the View Submission CPRs button.



Reviewers can upload files on this page if they have comments. To do this, click the Browse button to locate your file, select it and click the Upload button.

The screenshot shows the "Submission Detail: Files" page. At the top, there are tabs for "Contract", "Submission", "Files" (which is active), "Reviewers", and "Comments". Below the tabs, the "Submission Files" section contains a table with the following data:

	File Name	File Type	File Level	File Comment
	Pegquod Whaleship v7.export.xml	IPMR Schedule	Total	

Below the table is a button labeled "View Submission IMS".

The "Reviewer Files" section contains a message: "There are no reviewer files uploaded for this submission."

The "Select a file to Upload" section includes a caution: "Caution: The total size of each file must be less than 300 mb." Below this is a file selection interface with a button labeled "[no files selected]" and a "Browse" button. To the right of the file selection is a "File Comment:" text input field and an "Upload" button.



View	File Name	File Type	File Level	First Period	Latest Period	Number of Periods	Final CPR
	IPMR Cost	IPMR Cost	Total	12/31/2009	12/31/2009	1	173109

File Details

File Name	File Type	File Level
IPMR Cost	IPMR Cost	Total

Current Period Information

Current Period

Report From: 12/1/2009 To: 12/31/2009

Report Information

Program Name	Phase	Contract Number	Contract Type
OTHER	OTHER	1	OTHER

Contractor	Maximum WBS Level	CPR ID	Final CPR
	2	173109	Yes <input type="button" value="Remove Final CPR"/>

CPR Header Dollars in

Quantity	Share Above	Share Below	Original NCC	NCC

CBB	TAB	AUW	Contract Ceiling	Estimated Ceiling

Best Case EAC	Worst Case EAC	Most Likely EAC	Target Price	Estimated Price

Variances

At Complete	Cumulative Schedule	Cumulative Cost	Total Schedule	Total Cost

CPR Dates

Contract Start	Contract Definition	Planned Completion	Contract Completion	Estimated Completion
			3/26/2010	3/26/2010

Performance Measurement Baseline (PMB)

MR	BAC	EAC	BCWS	BCWP	ACWP	CPI	SPI

Over Target Baseline (OTB)

OTB Date	BAC Adjustment	SV Adjustment	CV Adjustment	MR Adjustment

Calculated Fields

DAMIR Validation Failures

Any failures listed below may prevent this data from being sent to the DAMIR system.

- Target Price must be greater than or equal to NCC

Navigate File Periods

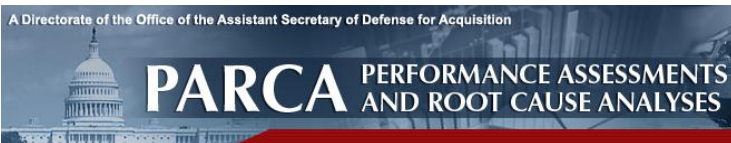
1 of 1

View	Report To	Final CPR
	12/31/2009	Yes

Report Links

[Data Quality Validation](#)

- When a contractor delivers an XML (IPMR Cost) file you can choose the option to View Submission CPR from the Files tab.
- A view similar to that at the left will be displayed. Any potential errors that will prevent data from going forward to DAMIR will be displayed in red and the corresponding cells will be colored red as well.



Submission Detail: Reviewers

OSD

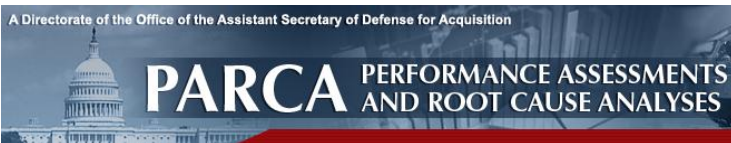
- Each Lead Reviewer and Reviewer assigned to the contract will be listed here. They can vote to approve or reject the submission and enter their comments.
- NOTE – your decision here does not actually reject the submission. The Lead Reviewer will still need to reject from the Lead Reviewer Actions Menu.

Contract
Submission
Files
Reviewers
Comments

Submission Reviewers

Reviewer	Organization	Role	Status	Status Date	Comment
David Augsburg	Tecolote Research	Lead Reviewer	Pending		
Damon Eckert	TEcolote	Lead Reviewer	Pending		
Reviewer EVM	DCARC	Lead Reviewer	Pending		
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	Pending		
Jen Horner	Tecolote Research, Inc.	Lead Reviewer	<input type="radio"/> Approved <input type="radio"/> Conditionally Approved <input type="radio"/> Rejected <input checked="" type="radio"/> Pending		
Burt LeClerc	Tecolote Research, Inc	Lead Reviewer	Pending		

Save



Submission Detail: Reviewers

OSD

- Each Lead Reviewer and Reviewer assigned to the contract will be listed here. They can vote to approve or reject the submission and enter their comments.
- NOTE – your decision here does not actually reject the submission. The Lead Reviewer will still need to reject from the Lead Reviewer Actions Menu.

Contract
Submission
Files
Reviewers
Comments

Submission Reviewers

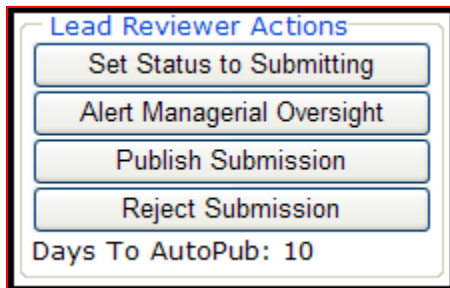
Reviewer	Organization	Role	Status	Status Date	Comment
David Augsburg	Tecolote Research	Lead Reviewer	Pending		
Damon Eckert	TEcolote	Lead Reviewer	Pending		
Reviewer EVM	DCARC	Lead Reviewer	Pending		
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer	Pending		
Jen Horner	Tecolote Research, Inc.	Lead Reviewer	<input type="radio"/> Approved <input type="radio"/> Conditionally Approved <input type="radio"/> Rejected <input checked="" type="radio"/> Pending		
Burt LeClerc	Tecolote Research, Inc	Lead Reviewer	Pending		

Save



Lead Reviewer Actions Menu

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- The Lead Reviewer Actions Menu provides options for the Lead Reviewers to take several actions on a submission.
- Set Status to Submitting - This option allows the Lead Reviewer to return the submission to the Submitting status. This will allow the Submitter to access it and add/remove files as needed and then resubmit.
- Alert Managerial Oversight - The Managerial Oversight Reviewer(s) will not be notified of a submission ready for review unless the Lead Reviewer notifies them with this option.
- Publish Submission - This option publishes the submission. The submission will now be available for viewing by all approved Analysts.
- Reject Submission - This option rejects the contractor's submission. The submitter can then upload a replacement submission for the requirement. The rejected submission cannot be viewed by Analysts.
- Days To AutoPub - If a Lead Reviewer does not Publish or Reject a submission within 10 calendar days of submission it will be automatically published to the EVM-CR.



Reviewer Home: Task Submission Status

OSD

Submission Review Home

Submissions Task Submission Status Contracts Submission History

Contract Task Submission Status

Program: Contract Number:

Previous Month Current Month Next Month

[Legend](#)

Program	Contract	Contract Task	Dec 2013				Jan 2014				Feb 2014				Mar 2014				Latest History File	Pct Complete	
			IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule Compliance	Native Schedule on Time	CFSR on Time	IPMR Cost on Time	IPMR Cost Compliance	Formatted Cost on Time	IPMR Schedule Compliance			Native Schedule on Time
Death Star Program (Testing...	N0000-00-0002	Task 1																		2/23/2014	0
Example	N0000-00-N-0000	Task 1																		2/23/2014	89
Example	N0000-00-N-0000	test 2																		2/23/2014	7

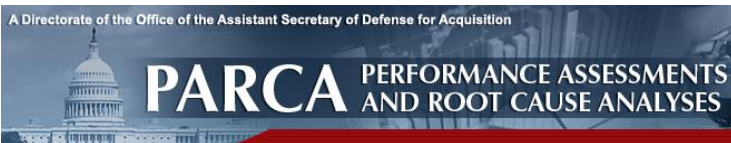
- This tab displays a status view of all assigned tasks.
- The legend describes the meaning of each rating.
- To view the submission contributing to a particular rating, click the box to navigate to it.

On Time Scores *	Compliance Scores **
Submitted on Time	Processed
Submitted Late	Not Required
Rejected - not re-submitted	Missing
Submission in Submitting	No Data
Expected this Period ***	
Missing	
Not Required this period	
Not required on this task	
No Data	

* Applies to all On-Time scores, IPMR Cost, Formatted Cost, IPMR Schedule, Native Schedule, CFSR, and History

** Applies to all EDI Compliance Scores, IPMR Cost, IPMR Schedule

*** Submission is Due this period, and has yet to be started by the submitter.



Reviewer Home: Contracts

OSD

Submission Review Home

Submissions

Task Submission Status

Contracts

Submission History

Assigned Contracts

<u>Prime Contract Number</u>	<u>Contract Task</u>	<u>Program Name</u>	<u>PM</u>	<u>Contractor</u>	<u>Contractor Division</u>	<u>Role</u>
N0000-00-0002	Task 1	Death Star Program (Testing Purposes)	John Kimble	Prime: Rambo Systems Sub: Agusta S.p.A.	Prime: Awesome Weapon Development Sub: N/A	Lead Reviewer
N0000-00-N-0000	Multiple (2)	Example	Unknown	Prime: DCARC Corporation Sub:	Prime: N/A Sub:	Lead Reviewer

- To view contracts assigned to you, click the Reviewer Home tab at the top of the page.
- Next, click the Contracts tab as shown here. All contracts assigned to you will be displayed.
- If you are not assigned any contracts, please contact DCARC Support at DCARCSupport@Tecolote.com.



Contract Detail: Contract Summary

OSD

Contract Detail

Program: [Example](#) Reporting Contractor: DCARC Corporation Contract Type: Unknown EDI Required?: No

Service: DOD Contract Number: N0000-00-N-0000 Sub Contract Number: Start Date: End Date: Reporting Stopped?: No

Contract Summary

Reviewers & Submitters

Received Submissions

Contract Attachments

EDI Waiver

Contract Events

Comments

Contract Summary:

Contract Task
Task 1
test 2

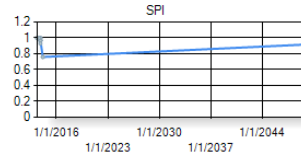
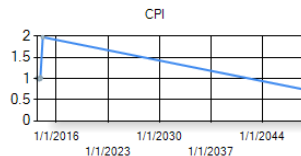
DAU Gold Card Metrics by Contract Task (Single Dollars):

DoD Tripwires	Value
CPI	1.98
SPI	0.76

Key Metrics	Values
BCWP	2,147,983
BCWS	2,816,656
ACWP	1,085,342
BAC	29,947,477
EAC (reported)	27,996,966
EAC (cpi)	15,131,989
EAC (composite)	19,504,748

Variances	Values
Cost Variance	1,062,641
Schedule Variance	-668,673
Variance at Complete	1,950,511
CV %	49.47
SV %	-23.74

Metric Name	Values
% Schedule	9.41
% Complete	7.17
% Spent	3.62
TCPI eac	1.03



[View CPR Data Report](#) for currently selected contract task.

Legend

Contract Task	Jan 2014	Feb 2014	Mar 2014	Latest History File	Pct Complete
Task 1	EDI Applied on CDRL IPMR Cost on Time IPMR Cost Compliance Formatted Cost on Time IPMR Schedule on Time IPMR Schedule Compliance Native Schedule on Time CFSR on Time	IPMR Cost on Time IPMR Cost Compliance Formatted Cost on Time IPMR Schedule on Time IPMR Schedule Compliance Native Schedule on Time CFSR on Time	IPMR Cost on Time IPMR Cost Compliance Formatted Cost on Time IPMR Schedule on Time IPMR Schedule Compliance Native Schedule on Time CFSR on Time	2/23/2014	89

- The Contract Detail screen has several tabs associated with it. First, you are presented with the Contract Summary tab. This tab displays basic identifying information about this contract. It also shows the DAU Gold card Metrics as well as CPI & SPI and Program Status Report.
- There is also a link to View the CPR Data Report.



Contract Detail: Reviewers & Submitters

OSD

Contract Detail

Program: [Example](#) Reporting Contractor: DCARC Corporation Contract Type: Unknown EDI Required?: No

Service: DOD Contract Number: N0000-00-N-0000 Sub Contract Number: Start Date: End Date: Reporting Stopped?: No

[Contract Summary](#)**[Reviewers & Submitters](#)**[Received Submissions](#)[Contract Attachments](#)[EDI Waiver](#)[Contract Events](#)[Comments](#)

Contract Reviewers:

Reviewer Name	Organization	Role
David Augsburg	Tecolote Research	Lead Reviewer
Damon Eckert	TEcolote	Lead Reviewer
Reviewer EVM	DCARC	Lead Reviewer
Eric Guerber	SPSG - Tecolote Research Inc.	Lead Reviewer
Jen Horner	Tecolote Research, Inc.	Lead Reviewer
Burt LeClerc	Tecolote Research, Inc.	Lead Reviewer

[Manage Contract Reviewers](#)

Contract Submitters:

Submitter Name	Organization
David Augsburg	Tecolote Research
Damon Eckert	TEcolote
Submitter EVM	DCARC
Eric Guerber	SPSG - Tecolote Research Inc.
Jen Horner	Tecolote Research, Inc.
Burt LeClerc	Tecolote Research, Inc.

[Manage Contract Submitters](#)

- The Reviewers & Submitters tab displays all users assigned to the contract.
- Lead Reviewers are responsible for maintaining these lists of users. Click Manage Contract Reviewers or Manage Contract Submitters to Add/Remove users from the contract.



Contract Detail: Rec'd Submissions

OSD

- The Received Submissions tab displays all submissions that have been submitted on this contract.
- To drill into a submission, click on the underlined Submission ID number.

Contract Detail

Program: [Example](#) Reporting Contractor: DCARC Corporation Contract Type: Unknown EDI Required?: No

Service: DOD Contract Number: N0000-00-N-0000 Sub Contract Number: Start Date: End Date: Reporting Stopped?: No

[Contract Summary](#)
[Reviewers & Submitters](#)
[Received Submissions](#)
[Contract Attachments](#)
[EDI Waiver](#)
[Contract Events](#)
[Comments](#)

Received Submissions:

Contract Task: [All](#) Report Categories: [All](#) Latest Submission Status: [All](#)

Submission ID	Contract Task	Report Category(s)	Report Date	Submitted Date	Status Date	Status Set By	Status
23694	Task 1	History	2/23/2014	4/4/2014	4/28/2014	System	Published
23693	Task 1	History	2/23/2014	4/4/2014	4/4/2014	David Augsburg	Published
23692	test 2	History	2/23/2014	4/4/2014	4/4/2014	David Augsburg	Published
23691	test 2	History	4/4/2014	4/4/2014	4/4/2014	David Augsburg	Published
23675	test 2	IPMR Cost	2/21/2014	3/24/2014	3/24/2014	David Augsburg	Published
23671	test 2	IPMR Cost	2/21/2014	3/19/2014	3/19/2014	David Augsburg	Published
23670	test 2	IPMR Cost	2/21/2014	3/19/2014	3/19/2014	David Augsburg	Published
23669	test 2	IPMR Cost	2/21/2014	3/19/2014	3/19/2014	David Augsburg	Published
23625	Task 1	IPMR Cost	3/31/2010	12/17/2013	4/28/2014	System	Published
23614	Task 1	IPMR Cost	10/27/2013	12/13/2013	4/28/2014	System	Published

1 2 3 4 5 6



Contract Detail: Contract Attachments

OSD

- The Contract Attachments tab is where all CDRLs can be found (If a copy has been received).
- Any information we have about reporting stop/start will also be found here.

Contract Detail

Program: [Example](#) Reporting Contractor: DCARC Corporation Contract Type: Unknown EDI Required?: No

Service: DOD Contract Number: N0000-00-N-0000 Sub Contract Number: Start Date: End Date: Reporting Stopped?: No

[Contract Summary](#)[Reviewers & Submitters](#)[Received Submissions](#)[Contract Attachments](#)[EDI Waiver](#)[Contract Events](#)[Comments](#)

CDRL Attachment

No CDRLs have been attached to this contract.



Reviewer Home: Submission History

OSD

Submission Review Home

Submissions Task Submission Status Contracts **Submission History**

Search Submission History

Submission ID: Contract Number: Report Category:

Submission Status: Program:

Report Date After: Report Date Before:

123456

Submission ID	Report Category(s)	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
23468	IPMR Cost	6/23/2050	11/7/2013	N0000-00-N-0000	Example	11/18/2013	System	Published
23467	IPMR Schedule	2/23/2017	11/7/2013	N0000-00-N-0000	Example	11/18/2013	System	Published
23492	IPMR Schedule	2/23/2017	11/18/2013	N0000-00-N-0000	Example	11/29/2013	System	Published
23537	IPMR Schedule	8/23/2014	9/1/2014	N0000-00-N-0000	Example	9/1/2014	Damon Eckert	Pending
23536	IPMR Schedule	6/23/2014	11/22/2013	N0000-00-N-0000	Example	12/3/2013	System	Published
23530	IPMR Schedule	4/29/2014	4/29/2014	N0000-00-N-0000	Example	4/29/2014	Damon Eckert	Pending
23691	History	4/4/2014	4/4/2014	N0000-00-N-0000	Example	4/4/2014	David Augsburg	Published
23692	History	2/23/2014	4/4/2014	N0000-00-N-0000	Example	4/4/2014	David Augsburg	Published
23535	IPMR Schedule	2/23/2014	3/26/2014	N0000-00-N-0000	Example	4/7/2014	System	Published
23693	History	2/23/2014	4/4/2014	N0000-00-N-0000	Example	4/4/2014	David Augsburg	Published

123456

- The Submission History tab will show all submissions for your assigned contracts by default.
- To filter the results set, click the Show Search History Criteria and enter your desired criteria.



Reports & Metrics

OSD

- There are a few different options available from the Reports & Metrics tab:
 - CPR Validation Report – Displays validation rule violations.
 - CPR Validation Rule Count Stoplight Report By Source – Displays a count of each validation rule issue.
 - CPR Data Report– The CPR Data Report allows you to view contract CPR Data for all available periods in a grid form.
 - Packaged Submission Documents – Users can request a bulk download of submissions and retrieve it here.
 - Program Status – This report provides status of EVM-CR submissions.
 - Formats Delivered – This report shows the file formats delivered for a given contract/task.

EVM Reports & Metrics

Welcome to the EVM Reports and Metrics. Please select a report below to view it.

- [CPR Validation Report](#)
- [CPR Validation Rule Count Stoplight Report By Source](#)
- [CPR Data Report](#)
- [Packaged Submission Documents](#)
- [Program Status](#)
- [Formats Delivered](#)



Reports & Metrics: CPR Data Report

OSD

When selecting the CPR Data Report you will be presented with a search/filter screen similar to that shown to the right. Your programs will be displayed. Once you select the task name, you will be presented with the report below.

CPR Data Selector

Search/Filter Programs

Program: <input type="text" value="example"/>	Contract #: <input type="text"/>	Commodity Group: <input type="text"/>	<input type="button" value="Search/Filter"/>
Submission ID: <input type="text"/>	Service: <input type="text"/>	DAES Group: <input type="text"/>	<input type="button" value="Reset"/>

Hide Programs

Programs

Program Name	PNO	Contracts	With CPR Data
Example		3	1

Year	Month	EffectiveDate	ReportFrom	StartDate	DefinitizationDate	CompletionDate	ECD	BudgetCompletionDate	Quantity	ShareAbove	ShareBelow	OriginalNCC	NCC	MostLikelyEAC	BestCaseEAC	WorstCaseEAC	TargetPrice	EstimatedPrice
2007	3	3/25/2007	2/19/2007	1/1/2007	3/8/2007	12/31/2008												
2007	4	4/22/2007	3/26/2007	1/1/2007	3/8/2007	12/31/2008												
2007	5	5/20/2007	4/23/2007	1/1/2007	3/8/2007	12/31/2008												
2007	6	6/24/2007	5/21/2007	1/1/2007	3/8/2007	12/31/2008												
2007	7	7/22/2007	6/25/2007	1/1/2007	3/8/2007	12/31/2008												
2007	8	8/19/2007	7/23/2007	1/1/2007	3/8/2007	12/31/2008												
2007	9	9/23/2007	8/20/2007	1/1/2007	3/8/2007	12/31/2008												
2007	10	10/21/2007	9/24/2007	1/1/2007	3/8/2007	12/31/2008												
2007	11	11/18/2007	10/22/2007	1/1/2007	3/8/2007	12/31/2008												
2007	12	12/31/2007	11/19/2007	1/1/2007	3/8/2007	7/31/2009	9/29/2009	7/31/2009										
2008	1	1/27/2008	1/1/2008	1/1/2007	3/8/2007	7/31/2009	9/22/2009	7/31/2009										
2008	2	2/24/2008	1/28/2008	1/1/2007	3/8/2007	7/31/2009	10/5/2009	7/31/2009										
2008	3	3/30/2008	2/25/2008	1/1/2007	3/8/2007	7/31/2009	9/29/2009	7/31/2009										
2008	4	4/27/2008	3/31/2008	1/1/2007	3/8/2007	7/31/2009	10/16/2009	7/31/2009										
2008	5	5/25/2008	4/28/2008	1/1/2007	3/8/2007	7/31/2009	11/16/2009	7/31/2009										
2008	6	6/29/2008	5/26/2008	1/1/2007	3/8/2007	7/31/2009	12/17/2009	7/31/2009										
2008	7	7/27/2008	6/30/2008	1/1/2007	3/8/2007	7/31/2009	8/23/2010	8/23/2010										
2008	8	8/24/2008	7/28/2008	1/1/2007	3/8/2007	7/31/2009	9/9/2010	8/23/2010										



Reports & Metrics: Program Status

OSD

- Select a month from the drop down menu (year is pre-populated with the current year and can be changed to display previous years if necessary).
- * Note if you are an Analyst you will be able to see all programs.
- Select either Generate Report – to have your results displayed on this screen or Download Report to download your results to Excel.

Program Status

Please choose the last time period for reporting (reports are given in a 4 month span).

Month: Year:

Select number of months to display in report: ☒ Enable all scoring categories:

Only display as late when late by more than this number of days:

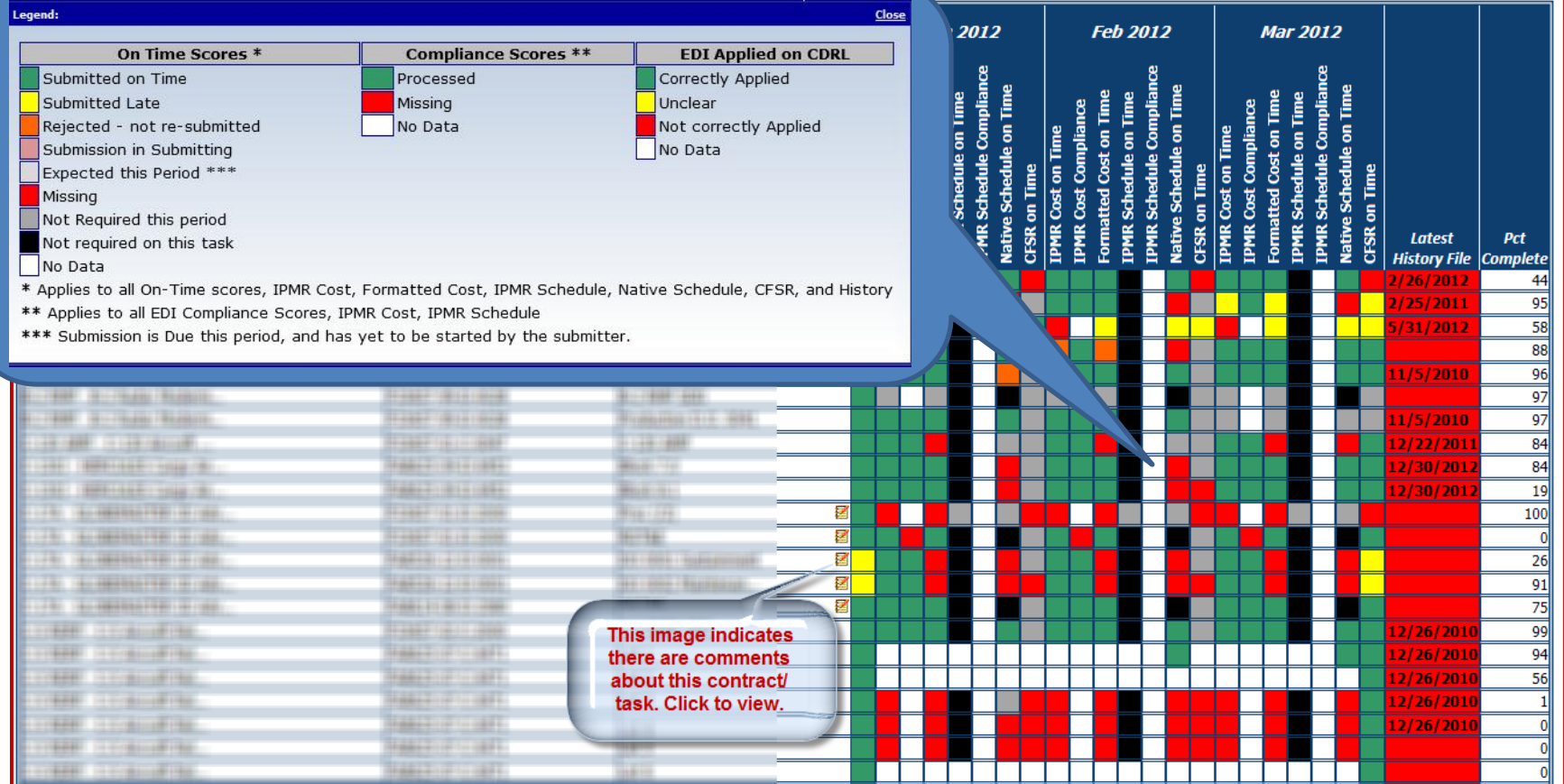
Select by

☒ Service ☐ Program ☐ MilHandbook ☐ Contractor ☐ DAES Group ☐ ACAT



Reports & Metrics: Program Status

OSD



- Results will be displayed in a grid similar to that shown above for the specified time period.
- Legend displays color coding for various columns.